

TENANT MAINTENANCE/REPAIR REQUEST

HOW TO SUBMIT A REPAIR REQUEST

1. Call **(480) 999-0611, ext. 2** and leave a message detailing the maintenance request, including your name, community name, unit number and phone number.
2. Mail, e-mail, fax or hand-deliver a copy of this request form to:

Arizona Property Management 2942 N 24 th St Ste# 114-691 Phoenix, AZ 85016	EMAIL: mgmt@arizona-pm.com	FAX: 480.999.0611
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Tenant Name:	Community Name:
Address:	
Home Phone #:	Work Phone #:

DESCRIBE THE ISSUE IN NEED OF MAINTENANCE OR REPAIR:

HOW DID THE ISSUE OCCUR?

I authorize an agent/maintenance worker to enter my unit with a maintenance key in my absence: YES NO

Tenant Signature:	Date:
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Maintenance/repair completed by:	Date:	Time:
By signing below, I certify that the above referenced repairs have been completed in a satisfactory manner.		
Tenant Signature:	Date:	